



**Follow-up International Conference
on Financing for Development
to Review the Implementation
of the Monterrey Consensus**

Distr.: General
18 November 2008

Original: English



Doha, Qatar
29 November-2 December 2008

Item 6 of the provisional agenda*
**Organization of work, including the establishment
of the Main Committee**

Organizational and procedural matters

Note by the Secretariat

1. The proposals set out in the present note have been prepared on the basis of the following General Assembly resolution and decisions:

(a) Resolution 62/187 of 19 December 2007, entitled "Follow-up International Conference on Financing for Development to Review the Implementation of the Monterrey Consensus";

(b) Decision 63/509 of 18 November 2008 on the arrangements and organization of work of the Conference;¹

(c) Decision 63/510 of 18 November 2008 on the provisional rules of procedure for the Conference;²

(d) Decision 63/511 of 18 November 2008 on the provisional agenda for the Conference.³

I. Election of officers

2. Rule 6 of the provisional rules of procedure provides that the Conference shall elect from among the representatives of participating States the following officers: a President, 23 Vice-Presidents, an ex officio Vice-President from the host country and a Rapporteur-General, as well as a Chairman of the Main Committee if established in accordance with rule 46. These officials shall be elected on the basis of ensuring the representative character of the General Committee. The Conference may also elect such other officers as it deems necessary for the performance of its functions.

3. Rule 11 provides that the Conference shall have a General Committee composed of the President, the Vice-Presidents, the Rapporteur-General and the Chairman of the Main Committee if established in accordance with rule 46. In accordance with

* A/CONF.212/1.

¹ See A/63/413, para. 29.

² Ibid.

³ Ibid.



standard practice, the presidency of the Conference shall be held by the host country. The 23 Vice-Presidents and the Rapporteur-General shall be distributed according to the following geographical pattern: five representatives from African States, four from Asian States, five from Eastern European States, five from Latin American and Caribbean States and five from Western European and other States.

II. Adoption of the rules of procedure

4. The Conference will have before it the provisional rules of procedure (A/CONF.212/2) as recommended for adoption by the General Assembly in its decision 63/510.

III. Adoption of the agenda

5. The Conference will have before it the provisional agenda (A/CONF.212/1) as recommended for adoption by the General Assembly in its decision 63/511.

IV. Organization of work

A. Dates and venue

6. The Conference will be held in Doha, at the Convention Centre of the Sheraton Doha Resort and Convention Hotel, from 29 November to 2 December 2008.

B. Allocation of items

7. In accordance with General Assembly resolution 62/187, it is proposed that the Conference organize its work around eight plenary meetings and six interactive multi-stakeholder round tables (see proposed timetable in the annex to the present note). It is proposed that items 1 to 8 (a), 10 and 11 of the provisional agenda be considered in plenary meetings and that item 8 (b) be allocated to the Main Committee, if established in accordance with rule 46 of the provisional rules of procedure. Discussions on the outcome document of the Conference, under item 8 (b), will be held in the Main Committee, while the general debate, under item 8 (a), will be held in plenary meetings. The six round tables, under item 9 (a) to (f), will be held concurrently with plenary meetings and the Main Committee, under the general modalities of participation utilized at the 2002 International Conference on Financing for Development⁴ and its follow-up process.

C. Plenary meetings

8. It is proposed that two plenary meetings be held each day. The plenary meetings will be held on Saturday, 29 November, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.; and from Sunday, 30 November, to Tuesday, 2 December, from

⁴ See *Report of the International Conference on Financing for Development, Monterrey, Mexico, 18-22 March 2002* (United Nations publication, Sales No. E.02.II.A.7).

9 a.m. to 1 p.m. and from 3 p.m. to 7 p.m. All plenary meetings will be held in the Al Dafna Hall. At these meetings, Heads of State or Government, ministers and heads of delegation attending the Conference will be able to make formal statements, on the understanding that the principle of precedence will be strictly applied. Each oral statement will be limited to five minutes, although this will not preclude the distribution of more extensive texts. No delegation will be allowed to speak more than once during the general exchange of views. The list of speakers will be announced in the daily journal of the Conference and will be posted on the Conference website (<http://www.un.org/esa/ffd/doha>).

9. The opening plenary meeting during the morning of Saturday, 29 November, will begin with the formal opening of the Conference by the Secretary-General of the United Nations followed by the election of the President. Opening statements will be made by the President of the Conference, the President of the General Assembly, the Secretary-General of the United Nations, the President of the World Bank, the Managing Director of the International Monetary Fund (IMF) and the Director-General of the World Trade Organization. The meeting will also consider all procedural and organizational matters, including the adoption of the rules of procedure and of the agenda, the election of officers other than the President, the establishment of the Main Committee, the appointment of the members of the Credentials Committee and arrangements for the preparation of the report of the Conference.

10. At the beginning of the plenary meeting of the afternoon of Saturday, 29 November, the President of the Economic and Social Council, the two Special Envoys of the Secretary-General for the Conference, the Special Adviser of the Secretary-General on Innovative Financing for Development, the Secretary-General of the United Nations Conference on Trade and Development (UNCTAD) and the Administrator of the United Nations Development Programme (UNDP), in his capacity as the Chairman of the United Nations Development Group, will be invited to make statements. The meeting will also hear reports from the civil society and business sector forums and from the parliamentary hearing, to be held on the eve of the Conference.

11. The closing plenary in the afternoon of Tuesday, 2 December, is expected to conclude with the adoption of the outcome document and of the report of the Conference.

D. Main Committee

12. It is proposed that the Main Committee meet from the afternoon of Saturday, 29 November, through the morning of Tuesday, 2 December, if required. All the meetings of the Main Committee will be held at the Salwa Ballroom. The Main Committee will be seized with finalizing the outcome document of the Conference.

13. The Chairman of the Main Committee will be elected by the Conference in accordance with the provisions of rule 6 of the provisional rules of procedure. In accordance with the provisions of rule 49, the Main Committee will elect its own officers. It is recommended that agreement be reached on the slate of candidates for posts falling within the ambit of the Main Committee before the opening of the Conference, thus permitting elections by acclamation and dispensing with the requirement of a secret ballot. To that end, it is suggested that the President of the

General Assembly may wish to assume the role of Chairman, with the support of the two co-facilitators appointed for the substantive preparation of the Conference.

E. Round tables

14. It is proposed that the six interactive multi-stakeholder round tables be held on Saturday, 29 November, from 3 p.m. to 6 p.m. (round table 1); Sunday, 30 November, from 10 a.m. to 1 p.m. (round table 2) and from 3 p.m. to 6 p.m. (round table 3); Monday, 1 December, from 10 a.m. to 1 p.m. (round table 4) and from 3 p.m. to 6 p.m. (round table 5); and Tuesday, 2 December, from 10 a.m. to 1 p.m. (round table 6). All the round tables will be held at the Al Majlis Auditorium.

15. Pursuant to General Assembly resolution 62/187, it is proposed that the round tables be held under the overall theme "Looking ahead: further cooperative actions in financing for development", focusing on the following six major thematic areas of the Monterrey Consensus:⁵

Round table 1

Mobilizing domestic financial resources for development

Round table 2

Mobilizing international resources for development: foreign direct investment and other private flows

Round table 3

International trade as an engine for development

Round table 4

Increasing international financial and technical cooperation for development

Round table 5

External debt

Round table 6

Addressing systemic issues: enhancing the coherence and consistency of the international monetary, financial and trading systems in support of development

(This round table may also include consideration of cross-cutting new challenges and emerging issues, as well as the topic "Staying engaged".)

16. Each round table will be chaired by two co-chairmen, to be appointed by the President of the Conference from among the Heads of State or Government and ministers attending the Conference, including those nominated by the regional groups, comprising a total of 12 co-chairmen, six to be drawn from developing countries and six to be drawn from developed countries and countries with economies in transition. High-level officials from the major institutional stakeholders (the World Bank, IMF, the World Trade Organization, the United Nations Secretariat, UNCTAD and UNDP) will be invited to act as moderators in the round tables.

17. Each round table will be open to participation by representatives of all States; 21 representatives of observers, relevant entities of the United Nations system and other accredited intergovernmental organizations; 7 representatives of accredited civil society organizations; and 7 representatives of accredited business sector entities.

⁵ See *ibid.*, chap. I, resolution 1, annex.

Each representative may be accompanied by one adviser. The list of non-State participants in the round tables will be established on a first-come, first-served basis and will be posted on the Conference website (<http://www.un.org/esa/ffd/doha>).

18. Each round table will include an initial panel discussion, organized by the President of the General Assembly with the support of the Executive Secretary of the Conference, comprising four or five high-level panellists and a moderator. The panel discussion will be followed by an interactive debate among all relevant stakeholders. No list of speakers will be established. The debate should focus on proposed actions and initiatives for further implementation of the Monterrey Consensus and the outcome of the Conference. The two Special Envoys of the Secretary-General for the Conference and his Special Adviser on Innovative Financing for Development, as well as heads of major regional bodies, will also be invited to participate in the round tables.

F. Timetable for the work of the Conference

19. The proposed timetable for the work of the Conference is contained in the annex to the present note.

G. Organization of meetings

20. The resources available to the Conference allow for a maximum of four simultaneous meetings in the morning and four in the afternoon, with interpretation facilities, including committees, round tables, working groups and informal consultations. Interpretation facilities can be provided to regional group meetings only when they are held in place of formal meetings or if those facilities are otherwise available.

21. In accordance with the provisions of rule 48 of the provisional rules of procedure, the Conference may establish, in addition to the Main Committee, such committees and working groups as it deems necessary for the performance of its functions. Each committee may set up subcommittees and working groups.

V. Credentials of representatives to the Conference: appointment of the members of the Credentials Committee

22. Rule 4 of the provisional rules of procedure provides that a Credentials Committee of nine members shall be appointed at the beginning of the Conference and that its composition shall be based on that of the Credentials Committee of the General Assembly at its sixty-third session, which consisted of the following Member States: Botswana, China, Cyprus, Luxembourg, Mexico, Mozambique, the Russian Federation, Saint Kitts and Nevis and United States of America. The Committee shall examine the credentials of representatives and report to the Conference without delay.

23. Rule 3 of the provisional rules of procedure provides that the credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Secretary-General of the United Nations, if possible not less than one week before the date fixed for the opening of the Conference. The credentials shall be issued either by the Head of State or Government or by the Minister for

Foreign Affairs or, in the case of the European Community, by the President of the European Commission.

VI. Participants

A. Member States and observers

24. The Conference, including the plenary and informal meetings, will be open to participation by all States Members of the United Nations, the Holy See, in its capacity as Observer State, and Palestine, in its capacity as observer, as well as intergovernmental organizations and other entities having received a standing invitation from the General Assembly to participate as observers in the sessions and work of all international conferences convened under its auspices, in accordance with the rules of procedure of the Conference.

25. In accordance with rule 1 of the provisional rules of procedure, the delegation of each State participating in the Conference and that of the European Community shall consist of a head of delegation and such other representatives, alternative representatives and advisers as may be required. Comprehensive lists of delegations should be sent to the United Nations Protocol and Liaison Service in New York. From Monday, 24 November, delegation lists, accreditation forms and all other conference-related materials should be submitted for processing to the United Nations accreditation centre in Doha.

B. Institutional stakeholders

26. Other relevant intergovernmental organizations that were accredited to the 2002 International Conference on Financing for Development and its follow-up process, as well as relevant organizations of the United Nations system, may participate in the deliberations of the Conference, as appropriate, in accordance with its rules of procedure. Registration has been open with the United Nations Protocol and Liaison Service in New York and will continue, from Monday, 24 November, at the United Nations accreditation centre in Doha.

27. In addition, in its decision 63/512 of 18 November 2008,⁶ the General Assembly accredited to the Conference the following three intergovernmental organizations:

Global Digital Solidarity Fund

The Global Fund to Fight AIDS, Tuberculosis and Malaria

UNITAID

C. Civil society and the business sector

28. Non-governmental organizations and business sector entities are invited to participate in the deliberations of the Conference, as appropriate, in accordance with its rules of procedure. Registration has been open to: (a) all non-governmental

⁶ See A/63/413, para. 29.

organizations that are in consultative status with the Economic and Social Council; and (b) all non-governmental organizations and business sector entities that were accredited to the 2002 International Conference on Financing for Development or its follow-up process.

29. In addition, in its decision 63/513 of 18 November 2008,⁷ the General Assembly accredited to the Conference 46 non-governmental organizations that had submitted their applications in accordance with General Assembly resolution 62/187.

VII. Secretariat

30. The responsibilities of the secretariat of the Conference are set out in rules 14 to 16 of the provisional rules of procedure of the Conference. In that context, the Secretary-General of the United Nations appointed, in July 2008, the Director of the Financing for Development Office, Department of Economic and Social Affairs of the United Nations Secretariat, to serve concurrently as the Executive Secretary of the Conference. In that capacity, the Executive Secretary of the Conference serves as a focal point within the Secretariat of the United Nations for providing support to the organization of the Conference, in cooperation with the host country authorities.

VIII. Documentation

31. The official documentation of the Conference will include documents issued before, during and after the Conference.

A. Pre-session documentation

32. Pre-session documentation will include:

- (a) Provisional agenda (A/CONF.212/1);
- (b) Provisional rules of procedure (A/CONF.212/2);
- (c) Note by the President of the General Assembly transmitting the draft outcome document of the Conference (A/CONF.212/3);
- (d) Note by the Secretariat on organizational and procedural matters (A/CONF.212/4);
- (e) Information for participants (A/CONF.212/INF/1).

B. In-session documentation

33. In-session documentation will include:

- (a) Report of the Credentials Committee (A/CONF.212/5);
- (b) Note by the Secretariat (A/CONF.212/6) transmitting summaries of the plenary meetings and round-table discussions, as follows:

⁷ Ibid.

- (i) Plenary meetings (A/CONF.212/6/Add.1);
- (ii) Round table 1 (A/CONF.212/6/Add.2);
- (iii) Round table 2 (A/CONF.212/6/Add.3);
- (iv) Round table 3 (A/CONF.212/6/Add.4);
- (v) Round table 4 (A/CONF.212/6/Add.5);
- (vi) Round table 5 (A/CONF.212/6/Add.6);
- (vii) Round table 6 (A/CONF.212/6/Add.7);
- (c) Draft resolution on the outcome document of the Conference (A/CONF.212/L.1);
- (d) Draft report of the Conference (A/CONF.212/L.2);
- (e) Draft resolution on the host country (A/CONF.212/L.3);
- (f) Provisional list of delegations to the Conference (A/CONF.212/INF/2).

C. Post-session documentation

34. In accordance with the practice followed at previous United Nations conferences, it is recommended that the report of the Conference consist of the decisions of the Conference, a brief account of the proceedings and a repertorial account of the work of the Conference and the action taken in plenary meetings.

35. General Assembly resolution 62/187 provided, *inter alia*, that the Conference would result in an intergovernmentally agreed outcome and that it would also result in summaries of the plenary meetings and of the round-table discussions, to be included in the report of the Conference.

D. Inputs from all relevant stakeholders

36. Background information for the Conference, including inputs received from all relevant stakeholders, has been posted and updated, on a regular basis, on the website of the Conference at <http://www.un.org/esa/ffd/doha>.

IX. Forums of civil society and the business sector and parliamentary hearing

37. The Global Forum of Civil Society on Financing for Development will be held on 26 and 27 November at the Ramada Plaza Doha Hotel. The International Business Forum on Financing for Development will be held on 28 November at the La Cigale Doha Hotel. The Parliamentary Hearing on Financing for Development will be held on 28 November, from 3 p.m. to 6 p.m. in the Salwa Ballroom at the Sheraton Doha Resort and Convention Hotel. Background information on these events, including programmes of meetings, will be available at <http://www.un.org/esa/ffd/doha>.

X. Side events

38. A series of special events, including briefings, seminars, workshops and panel discussions on issues related to financing for development will be organized by Member States, organizations of the United Nations system and accredited institutional and non-institutional stakeholders for the benefit of the participants in the Conference. The calendar of those events will be made available at the Conference site and will also be posted at <http://www.un.org/esa/ffd/doha>.

XI. Media coverage

39. Press materials will be prepared by the Department of Public Information of the Secretariat for journalists covering the Conference. In addition, the documents counter in the media area will provide all Conference documents, as well as press releases on its plenary meetings, round tables and other events. They will also be posted on the Conference website at <http://www.un.org/esa/ffd/doha>.

40. The plenary meetings and round tables, as well as press conferences, will be broadcast live into the media area. A programme of special media briefings and press conferences, to be held in the Al Rayan Room, will be announced.

Annex I

Proposed timetable for the work of the Follow-up International Conference on Financing for Development to Review the Implementation of the Monterrey Consensus

*Date/time**Agenda item/programme***Saturday, 29 November****Opening plenary meeting**

10 a.m.-1 p.m.

- 1 Opening of the Conference by the Secretary-General of the United Nations
- 2 Election of the President
- 1 Opening statements by the President of the Conference, the President of the General Assembly, the Secretary-General of the United Nations, the President of the World Bank, the Managing Director of the International Monetary Fund and the Director-General of the World Trade Organization
- 3 Adoption of the rules of procedure
- 4 Adoption of the agenda and other organizational matters
- 5 Election of officers other than the President
- 6 Organization of work, including the establishment of the Main Committee
- 7 (a) Credentials of representatives to the Conference: appointment of members of the Credentials Committee
- 8 (a) General exchange of views on reviewing the implementation of the Monterrey Consensus, including new challenges and emerging issues

Statements by Heads of State or Government, ministers and heads of delegation

Plenary meeting

3-6 p.m.

- 8 (a) General exchange of views on reviewing the implementation of the Monterrey Consensus, including new challenges and emerging issues

Date/time

Agenda item/programme

Statements by the President of the Economic and Social Council, the two Special Envoys of the Secretary-General for the Conference, the Special Adviser of the Secretary-General on Innovative Financing for Development, the Secretary-General of the United Nations Conference on Trade and Development and the Administrator of the United Nations Development Programme, speaking as the Chairman of the United Nations Development Group

Reports from the civil society and business sector forums and from the Parliamentary Hearing

Statements by Heads of State or Government, ministers and heads of delegation

Main Committee

3-6 p.m.

- 8 (b) Consideration of the draft outcome document of the Conference

Round tables

3-6 p.m.

- 9 (a) *Round table 1*
Mobilizing domestic financial resources for development

Sunday, 30 November

Plenary meeting

9 a.m.-1 p.m.

- 8 (a) General exchange of views on reviewing the implementation of the Monterrey Consensus, including new challenges and emerging issues

Statements by Heads of State or Government, ministers and heads of delegation

Main Committee

10 a.m.-1 p.m.

- 8 (b) Consideration of the draft outcome document of the Conference

Round tables

10 a.m.-1 p.m.

- 9 (b) *Round table 2*
Mobilizing international resources for development: foreign direct investment and other private flows

<i>Date/time</i>	<i>Agenda item/programme</i>
Plenary meeting	
3-7 p.m.	8 (a) General exchange of views on reviewing the implementation of the Monterrey Consensus, including new challenges and emerging issues Statements by Heads of State or Government, ministers and heads of delegation
Main Committee	
3-6 p.m.	8 (b) Consideration of the draft outcome document of the Conference
Round tables	
3-6 p.m.	9 (c) <i>Round table 3</i> International trade as an engine for development
Monday, 1 December	
Plenary meeting	
9 a.m.-1 p.m.	8 (a) General exchange of views on reviewing the implementation of the Monterrey Consensus, including new challenges and emerging issues Statements by Heads of State or Government, ministers and heads of delegation
Main Committee	
10 a.m.-1 p.m.	8 (b) Consideration of the draft outcome document of the Conference
Round tables	
10 a.m.-1 p.m.	9 (d) <i>Round table 4</i> Increasing international financial and technical cooperation for development
Plenary meeting	
3-7 p.m.	8 (a) General exchange of views on reviewing the implementation of the Monterrey Consensus, including new challenges and emerging issues Statements by Heads of State or Government, ministers and heads of delegation

<i>Date/time</i>	<i>Agenda item/programme</i>
Main Committee	
3-6 p.m.	8 (b) Consideration of the draft outcome document of the Conference
Round tables	
3-6 p.m.	9 (e) <i>Round table 5</i> External debt
Tuesday, 2 December	
Plenary meeting	
9 a.m.-1 p.m.	8 (a) General exchange of views on reviewing the implementation of the Monterrey Consensus, including new challenges and emerging issues Statements by Heads of State or Government, ministers and heads of delegation
Main Committee	
10 a.m.-1 p.m.	8 (b) Consideration of the draft outcome document of the Conference
Round tables	
10 a.m.-1 p.m.	9 (f) <i>Round table 6</i> Addressing systemic issues: enhancing the coherence and consistency of the international monetary, financial and trading systems in support of development
Closing plenary meeting	
3-7 p.m.	8 General debate on financing for development
	7 (b) Credentials of representatives to the Conference: report of the Credentials Committee
	10 Adoption of the outcome document of the Conference
	11 Adoption of the report of the Conference
	* * *
	Closing of the Conference